Audacity Script

Welcome to a brief tutorial over the software Audacity. My name is Kari Widener and I will be walking you the basic outline of Audacity and the toolbars that go along with it. I am using a Mac BookPro, so if this looks unfamiliar you might want to see a tutorial with the same system.

First off, lets briefly look over the main screen and familiarize ourselves with the toolbars. At the very top you will find the **Audacity tab**, which only appears on the Mac. It lets you quit the program and find out about Audacity. **File** is used to open Audacity files or other audio files. **Edit** is sued for altering the audio in your project. The **view tab** helps you change zoom levels. Also for clipping, undoing, mixing, toolbars, and karaoke windows.

The **transport tab** helps with controlling recording and playback. **Tracks tab** is for adding. Aligning, and labeling audio tracks. The **generate tab** helps you create new audio in your project. The effects tab is for processing the audio in your project. **Analyze tab** is for analyzing the audio in your project. Finally you have a **window tab** for minimizing and the **help tab** gives you short, detailed documents.

Alright, now lets look over the different toolbars you will find throughout the software.

The **device toolbar** selects audio host, input device, output device and number of input channels. The **edit toolbar** is where you will find cut, copy, paste, trim, audio, silence audio, undo, redo, sync-lock, and zoom. **The meter toolbar** displays playback and recording levels and toggles input monitoring when not recording. **The mixer toolbar** controls the output and input levels of the audio devices currently selected in device toolbar. **Selection toolbar** controls the sample rate of the project and adjusts cursors and region position by keyboard input. **Tools toolbar** chooses various tools for selection, volume adjustment, zooming, and time-shifting of audio. **Transcription toolbar** plays audio at a slower or faster speed than normal. Finally, **the transport toolbar** controls playback and recording and skips to the start or end of project when neither playing or recording.

Finally, I am going to walk you through a recording and how to record another track. It is better if you are clicking on it at the same time, so you can get practice. I hope you have enjoyed this overview. Thanks.